

The Mother of All LibGuides

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Creating a “Mother” LibGuide to store content that can be used across multiple LibGuides allow for rapid updating of content (URL links, new databases, etc.) across all the LibGuides that are connected to the Mother LibGuide.

Content can be shared at the page level (all material on that page is copied) or at the box level (only material in the specific box is copied).

To reuse an entire page....

Step 1: Log into My Admin, then open the LibGuide you wish to link to the Mother LibGuide page content.

Step 2: Click on the **Add/Edit Pages** tab.

Step 3: Select **Reuse Existing Page**.

Step 4: Select the LibGuide containing the page you wish to reuse. This should be from the Mother LibGuide once you set it up with desired content.

Step 5: Select the page you want to reuse.

Step 6: Select the position of the page within the LibGuide that is reusing it.

Step 7: DO NOT check this box if you want to have updates transfer from the Mother LibGuide to your LibGuides that are reusing pages.

Step 8: Once your selections are made, click on Reuse Page and you are done!

GUIDE SETTINGS ▾ GUIDE LOOK & FEEL ▾ ADD / EDIT PAGES ▾ PREVIEW HELP MY ADMIN ▾

UNIVERSITY OF SOUTH DAKOTA

University Libraries » Lib ENGL 101/101+ at Last update: Sep 21st, 2011

Welcome Information

Literary Analysis Page Welcome Enable Com

How to use this Lib

assistance...

This screen will allow you to reuse a page that already exists in your system. By default your page will always show the same content as the original page and editing for the new page will be disabled. To create a copy that can be edited independently of the original page please check the box found at the bottom of the form.

Page to Reuse:
Über-LibGuide by Alan Aldrich
Select the page you want to reuse...

Position:
Add as a top level page

☐ Create a copy of this page rather than linking to the original. If you select this option, changes made to the original page will not affect this copy you are creating. For a full description of this option please visit our [help site](#).

☐ Hide this page. When selected, the page will not be displayed on the public version of the guide but the page will be available in admin/edit mode so it can be edited while hidden.

Reuse Page Close

This course guide organizes resources on the toolbar provides links to different resources such as the Information, Literacy Lessons and Exercises and research resources like the Library Catalog, Research Databases, and MLA citation help. Please provide us with feedback on what works well and what needs improvement on this course guide by clicking on the comment link at the lower left of this text box.

Contact the Instructors edit

To reuse a box from a page...

Step 1: Log into *My Admin*, then open the LibGuide you wish to link to the Mother LibGuide page content.

Step 2: Click on *Add New Box* in the section where you wish to reuse content.

Step 3: Select *Reuse Existing Box*.

Step 4: Select the LibGuide containing the page you wish to reuse. This should be from the Mother LibGuide once you set it up with desired content.

Step 5: Select the page you want to reuse.

Step 6: name the new box. Then select the position of the page within the LibGuide that is reusing it.

To reuse a box, first select the guide that contains the box you wish to reuse, and then select the box from the new menu that is displayed. Once a box has been selected you can change the Box Title if you wish and also choose between creating a 'linked' version of the box or a stand-alone copy.

Box To Reuse:
Über-LibGuide by Alan Aldrich
Environment and technology

Box Title:
Environment and technology

Position:
after 'General Purpose Databases'

☐ Make a copy of this box rather than mapping to the original. If you select this option, changes made to the original box will not affect this copy you are creating. For a full description of this option please visit our [help site](#).

Reuse Box Close

Step 7: DO NOT check this box if you want to have updates transfer from the Mother LibGuide to your LibGuides that are reusing pages.

Step 8: Once your selections are made, click on Reuse Page and you are done!